

MANAGING 21ST CCLC PROGRAMS



New Coordinators' Institute
October 2-3, 2012

What will be covered?



- ❑ VDOE 21st Century Webpage
- ❑ Administrative Handbook
- ❑ Budget Amendments and Reimbursements
- ❑ OMEGA
- ❑ Allowable and Non-allowable Expenditures
- ❑ Managing Multiple Grants
- ❑ FAQ
- ❑ Contact Information

21st Century Community Learning Centers (CCLC) Web Page

- ❑ <http://www.doe.virginia.gov/VDOE/Instruction/comp.html#title4>
- ❑ General information and most recent RFP application
- ❑ Administrative Documents and Files
 - Administrative Handbook (all grantees)
 - Budget Transfer Request Workbooks (nonschool divisions)
 - Reimbursement Workbooks (nonschool divisions)
- ❑ Lists of 21st CCLC Award
- ❑ 21st CCLC Resources
- ❑ Professional Development Files

Administrative Handbook

- Updated October 2012
- Can be found at
http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/administrative_documents/handbook.pdf

Administrative Handbook

Table of Contents

- Beginning Steps to Implement a New Grant
- Grant Administration and Annual Activities
- Financial Information
- Documenting and Reporting for Program Accountability
- Grant Modifications
- On-site Monitoring
- Additional Requirements
- Resources

Budgets and Reimbursements

- LEA's and institutions of higher education use OMEGA
- Community, government, and faith based organizations
 - Excel budget transfer workbook
 - Excel reimbursement workbook

Program Amendments

(Significant Design Changes)

Contact assigned specialist for guidance

- ☐ Design of program
- ☐ Population
- ☐ Objectives
- ☐ Services/activities
- ☐ Length and hours of services

Online Management of Education Grant Awards (OMEGA)

- Virginia Department of Education's, Web-based, Electronic Grants Administration System
- *Electronic reimbursement and budget transfer forms that do the calculations for you and include edits that prevent over spending*
- http://www.doe.virginia.gov/school_finance/budget/grants_acct_reporting/omega/index.shtml

Online Management of Education Grant Awards (OMEGA)

OMEGA 21st Century users can:

- ❑ Create or Approve Grant Reimbursements *
- ❑ Create or Approve Budget Changes *
- ❑ Review Available Balances
- ❑ Monitor request submissions
- ❑ Review Spend Down Calendar Reports

Online Management of Education Grant Awards (OMEGA)

To access OMEGA you must have an SSWS User Id & OMEGA user permissions:

Contact your SSWS coordinator

<https://p1pe.doe.virginia.gov/ssws/contactlist.do>

- ▣ Coordinator establishes user ids for first time SSWS users
- ▣ Coordinator gives users access to the OMEGA application

Complete OMEGA Form OP1 to establish permissions

- ▣ http://www.doe.virginia.gov/school_finance/budget/grants_acct_reporting/omega/user_permission_form

Online Management of Education Grant Awards (OMEGA)

- If you have more than one grant issued for an award year, remember OMEGA shows totals issued to the sub-recipient by federal object code (the dollars you see are all your grants added together).
- It is the recipient's responsibility to track individual grant balances, and stay within the allocation of the grant.

Online Management of Education Grant Awards (OMEGA)

Budgets, Budgets, Budgets....

- At VDOE, your federal object code budget is used as a monitoring tool to ensure that you are staying within the general financial plans of your grant.
- If you will exceed any of your object code budgets, request a budget transfer (amendment) prior to spending.
- Budget problems can cause hold-ups for reimbursements.

Online Management of Education Grant Awards (OMEGA)

Budget Transfer

- Justification must be provided.
- Please ensure you are moving the correct funds with multiple grants.
- Please ensure you are moving the correct award year funds.

Online Management of Education Grant Awards (OMEGA)

Need Help? Contact OMEGA Support

SSWS

VIRGINIA DEPARTMENT OF EDUCATION



Online Management of Education Grant Awards (OMEGA) [3.21](#)

■ OMEGA SUPPORT

■ HELP

■ PRINT

■ LOGOUT



Or call 804-371-0993

Allowable Expenditures

- In general, the following must be considered when determining if expenditures are allowable:
 - ▣ The expenditure must be for services and activities that support the objectives stated in the original awarded application;
 - ▣ The expenditure must be for services and activities that are clearly stated in the approved application;
 - ▣ Review of the general information stated in the original approved application's budget narrative section should result in a transparent and clear connection to the objectives;

Allowable Expenditures

- ▣ Materials and supplies purchased must be used for activities and services provided during the operation of the funded grant project for students proposed to be served in the original application.
- For example, a grant recipient cannot, at the end of the grant project's operation, purchase materials and supplies for use beyond the project's operation. The grant recipient cannot use the funds to provide services beyond the end of the funded grant project's operation;

Allowable Expenditures

- Refer to the Office of Management and Budget (OMB) Circular A-133 and Compliance Supplement at http://www.whitehouse.gov/omb/circulars/a133_comp_liance_supplement_2010 for additional guidance. Your school division finance director should be familiar with this document and its compliance requirements;
- Education Department General Administrative Regulations (EDGAR) 34 CFR 74, 75, 76, 80, and 84 at <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.pdf>

Allowable Expenditures

- The expenditure cannot result in supplanting of funds that should be paid with other funds, or have been previously paid for with other federal, state, or local funds.
- Must meet the reasonableness requirement; and
- Must be procured according to all state and local procurement regulations.

Non-Allowable Expenditures

- ❑ Child care
- ❑ Food for other than instruction purposes and technical assistance
- ❑ Advertising
- ❑ Building and renovation
- ❑ Expenditures that supplant rather than supplement services or activities
- ❑ Individual Membership

For Divisions Managing Multiple Grant Awards

- ❑ Be very ORGANIZED.
- ❑ Keep a balance sheet for each grant.
- ❑ Monitor drawdown of grant funds by appropriate year.
- ❑ Encumber and claim all funds by deadline for closing of grant.

For Non-School Divisions Managing Multiple Grant Awards

- Submit separate reimbursements for each school served.
- Sign your request for reimbursement cover sheet in BLUE ink.
- Provide all the supporting documentation for each invoice.
- Submit the correct grant award year funds reimbursement request form.

Frequent Errors or Oversights

- Reimbursements
 - Not using specific Vendor (i.e. do not use credit card bank)
 - Claiming non-allowable expenditures
 - Using request for incorrect year's award
- Budget transfer requests
 - Adequate justification for transfer
 - Justification statement

“The requested funds to be transferred from object code(s) [___] into object code(s) [___] are for [___] activities and services that support the stated objectives in the approved application.”

Frequent Errors or Oversights

- Updating contact information (send to Janet.Farber@doe.virginia.gov)
 - contact information is affiliated with
 - Coordinator name
 - Phone number
 - E-mail
- Monitor drawdown of grant funds by appropriate year
 - Throughout year
 - Encumber and claim all funds by deadline for closing of grant

Frequently Asked Questions

- Information about funding and carryover (refer to Notification of Grant Award (NGA) document)
- Interpretation of grant requirements (refer to awarded application)
- Calendar of report due dates
- Allowable expenditures (Administrative Handbook, page 5)

Virginia Department of Education

21st CCLC Contact Information

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